



Minutes of the Meeting of the Staffing Committee held on 28th November 2016

- Present** John Hobson (Chairman), Lauren McCann, Jackie Jeffery, Chris Drew, Jim Gillett, Amanda Burton and Miranda Parker
- 20/16** **Open Forum** - There were no residents present
- 21/16** **Declarations of Interest** – There were no declarations of interest
- 22/16** **Minutes of the Meeting held on 23rd May 2016** - The minutes were approved by the committee
- 23/16** **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 24/16** **To consider increasing the number of contracted hours for the assistant clerk** – It was agreed to recommend to Council to increase the Assistant Clerk’s hours to 22 per week, with overtime payments for the extra time needed to produce the Newsletter as necessary. Council will decide from what point the Assistant Clerk will be paid for the extra hours.
- 25/16** **To consider amending the Clerk’s contract to be in line with that of the Assistant Clerk** – This was approved
- 26/16** **To consider a request from the former assistant clerk for payment for hours spent training the current assistant clerk** – It was agreed to recommend to Council to pay her 10 hours as requested, at her leaving pay rate. Once approved by Council, the clerk was to ask her to invoice the Council for this amount.
- 27/16** **To consider any training needs** – Both the Clerk and Assistant Clerk feel they need some specific training in certain aspects of Microsoft office. Additionally, the Assistant Clerk would like to start the basic clerk training programme and will attend the next “New Councillor” training that will come up next year. There may be other courses that both the Clerk and Assistant Clerk may benefit from which will be flagged up as they are seen.
- 28/16** **To note the current national pay agreement will cover 2017-18, and that the Committee will recommend this is reflected in the budget** – This was noted.
- 29/16** **Open Forum to discuss staffing issues** – The Assistant Clerk has settled in well and has felt well supported by the Clerk.
- 30/16** **Date of next meetings** – These have been set as 27th March and 27th November 2017. Both will be at 8pm.

There being no further business the open meeting closed at 8.55pm

Chairman’s Signature